

**CHAPTER 5****TABLE OF CONTENTS**

0501	CENTRALIZED AND DECENTRALIZED PAYMENTS .....	5-4
050101.	Concept Of Payments Under The MCTFS .....	5-4
050102.	Definitions .....	5-4
050103.	Payment Option Election (POE).....	5-5
0502	CENTRALIZED PAY .....	5-5
050201.	Information .....	5-5
050202.	DFAS-KC Responsibilities.....	5-6
050203.	Finance Officer's Responsibilities .....	5-6
0503	PROCESSING OF PAYMENTS .....	5-6
050301.	Processing Of Payments .....	5-6
050302.	Net Pay Payroll Processes.....	5-7
050303.	Payment Data (TTC 625).....	5-7
050304.	Special Payrolls.....	5-8
050305.	Special Payments DD/EFT .....	5-8
050306.	Payment Procedures.....	5-9
050307.	Cancellation Of Undeliverable Payments.....	5-10
050308.	Cancellation Of Reserve Members Payments Issued On Active Duty For 30 Days Or Less .....	5-10
050309.	Security Of Prepared Military Payroll Checks .....	5-10
050310.	Procedures For Payroll Adjustments .....	5-11
050311.	Normal Pay Information 935 Remark Forecasted Amounts.....	5-11
050312.	Normal Pay Information Displays (Forecasted Amounts, 935 Remark).....	5-13

0504 DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER .....	5-14
050401. General.....	5-14
050402. Participation Limitation .....	5-15
050403. DFAS-KC Responsibility .....	5-15
050404. Finance Officer Responsibilities.....	5-15
050405. Commanding Officer Responsibilities.....	5-16
050406. Enrollment In The DD/EFT Program .....	5-18
050407. Waiver Request/Disenrollment.....	5-19
050408. Direct Deposit Participation Report .....	5-20
050409. Miscellaneous Information For Finance And Administrative Personnel. ....	5-21
050410. Cashing Personal Checks For Deployed Members Enrolled In The DD/EFT Program.....	5-21
050411. DD/EFT For Members Transferred To The Retired List Or FMCR .....	5-22
050412. DD/EFT Payment Reversals .....	5-22
050413. EFT Trace Information .....	5-23
050414. Recruit Direct Deposit (RDD) Payments.....	5-23
0505 CROSS DISBURSING .....	5-23
050501. General (Pay Accounts of Navy Personnel) .....	5-23
050502. Transient Payments.....	5-23
050503. Coast Guard Personnel Under PMIS/JUMPS Automated System .....	5-24
050504. General (Pay Accounts of Army Personnel) .....	5-25
050505. General (Pay Accounts of Air Force Personnel) .....	5-26
0506 REPORTING CHECK ISSUE DATA .....	5-27
050601. Information .....	5-27

050602. Processes And Reports.....	5-27
050603. Tape Retention .....	5-29
050604. Transmission Of Check Issue Data.....	5-29
050605. Consolidated SF 1179 .....	5-29
0507 SPLIT PAY OPTION .....	5-30
050701. General.....	5-31
050702. Deployment Serviced By Marine Corps Finance Officer.....	5-31
050703. Deployment Serviced By A Navy Finance Officer .....	5-33
050704. Marines Permanently Stationed In Garrison Outside The 50 United States--Serviced By A Marine Corps Finance Officer.....	5-33
050705. Marines Permanently Stationed Outside The 50 United States--Serviced By A Navy Finance Officer .....	5-33
050706. Bonus/Special Payment For Members With An Open Split Pay Account .....	5-33
050707. Checkages .....	5-34
050708. Suspension/Termination Of Split Pay.....	5-34
050709. Regular Payday or Special Payments With An Open Split Pay Account .....	5-34

## CHAPTER 5

### PAYMENTS PROCESSING

#### 0501 CENTRALIZED AND DECENTRALIZED PAYMENTS

##### 050101. Concept Of Payments Under The MCTFS.

A. Centralized Finance Officers. Regular scheduled payments for centralized finance officers (under MCTFS) are paid via EFT. Centralized finance officers use SRD1 to made special payments. DFAS-AD/KC produces the special payments via hard check or EFT. The preferred method of payment is by EFT. U.S.C., Title 31, Sec. 3332, directs that all federal salary payments be made EFT.

B. Decentralized Disbursing Officers. Regular scheduled payments for decentralized finance officers (under MCTFS) are paid via EFT. Decentralized finance officers use RAPTRS for processing special payments. Special payments may be made via hard check or EFT. The preferred method of payment is by EFT. U.S.C., Title 31, Sec. 3332, directs that all federal salary payments be made EFT.

##### 050102. Definitions. Payments are classified by type and source as follows:

###### A. Type

1. Direct Deposit. Payments made on regularly scheduled paydays that are deposited directly to the member's checking or savings account at a financial organization of their choice. See section 4 of this chapter for additional information.

2. Regular. Payments made on regularly scheduled paydays for pay accrued from the 1st through the 15th and from the 16th through the last day of the month. A listing is published annually and establishes regular paydays on a fiscal year basis. If local conditions dictate, commanders may deviate as authorized in the bulletin from the established regular paydays. However, the computation of pay and allowances will not be affected by this deviation.

3. Special. Transient, local, casual, and partial payments are normally made on other than regularly scheduled payrolls.

Note. To identify special EFT payments made by DSSN 6102, the 809 remark will reflect DSSN 6102 and 00001 in the payroll number fields. To identify special payments made by DSSN 6102, the 809 remark will reflect DSSN 6102 and the member's current RUC in the payroll number fields.

###### B. Source

1. Centralized Payments. Payments are made by DFAS-JV/KC to members attached to certain designated units.

2. Decentralized Payments. Payments made by other than the DFAS-JV/KC.

050103. Payment Option Election (POE)

A. General. Regular payments are distributed based on a five-digit numeric POE code. The POE code appears monthly in block 18 of the member's LES.

B. Substantiation. Numerous types of documents may substantiate a POE code change. These include the SF 1199A: Direct Deposit Sign-Up Form, NAVMC 11120: Request for Direct Deposit Disenrollment, NAVMC 11060: Separation/Travel Pay Certificate, and messages or letters requesting check payment at a quarters address.

C. Action. Use TTC 698 with the appropriate sequence number shown below to report POE code changes.

TTC/SEQ 698

Use one of the following sequences to change the POE code:

001 - Accrue All Central  
003 - Direct Deposit  
004 - Mail To Military Address  
008 - Check Payment (DECENTRAL)  
009 - Final Payment

The following statements identify valid POE codes that may appear on the LES:

00001 - Accrue All Central  
00004 - Final POE for Final Payment  
11001 - Decentralized Twice a Month  
12011 - Centralized Direct Deposit Program Twice a Month  
12021 - Centralized Check to Military Address Twice a Month  
12031 - Centralized Check to Quarters Address Twice a Month  
(Restricted)  
12051 - Centralized Check Other Than Twice a Month (This POE  
code is restricted to the DFAS-KC use only.)

0502 CENTRALIZED PAY

050201. Information. Units permanently assigned to certain designated stations will receive regular payments from the DFAS-KC. Centralized payments are made by U.S.

Treasury check mailed from the DFAS-KC to the finance officer of the designated station for ultimate distribution to the member. The centralized pay system also DD/EFT service to members who want to have their pay deposited directly with an approved financial organization.

050202. DFAS-KC Responsibilities. The DFAS-KC prepares checks from the central data base before each regularly scheduled payday. The centrally prepared paychecks and two copies of a check listing are forwarded to each designated station in sufficient time to enable receipt by the finance officer at least two days before the regularly scheduled payday. The DFAS-KC also maintains the DD/EFT program.

050203. Finance Officer's Responsibilities. Upon receipt of the checks from the DFAS-KC, take the following actions:

A. Verify the checks received against the check transmittal furnished and, when it is determined that all checks have been received, complete, authenticate, and return the first endorsement of the transmittal to the DFAS-KC. If any checks listed on the transmittal are missing, state the exceptions in the body of the transmittal, and complete, authenticate, and return the first endorsement to the DFAS-KC. In either instance, return the transmittal no later than the first working day following the date of receipt.

B. Using the suspect payment listing (SPL) and/or the unique pay status transaction report (UPSTR) (formerly called systems exception report (SER)) discussed in chapter 9, determine which checks must be returned to the DFAS-KC due to nonentitlement or transfer, as MCO 7220.44 directs.

1. If, based on SPL/UPSTR research, entitlement to a check does not exist, stamp the check "NOT NEGOTIABLE." A lesser amount due may be paid as a daily special payment.

2. If the member is no longer at the designated station, stamp the check "NOT NEGOTIABLE."

3. If the member is entitled to more than the amount of the check, deliver the check to the member. The difference may be paid as a daily special payment.

4. If member is not entitled to the amount of the check, cancel and deposit the check.

C. Batch together the checks that are to be delivered by the RUC, and transmit them to the commanding officer for distribution to each member.

#### 0503 PROCESSING OF PAYMENTS

\*April 19, 2007

050301. Processing Of Payments. Following are the locations of each ISMO, the JURIS CODE, and the DSSNs that are serviced at each location.

<u>JURIS CODE</u>	<u>LOCATION</u>	<u>DSSNs SERVICED</u>
02	Camp Lejeune, NC	5116, 6092, 6098, 6119, 6129, 6145, 6807, 6809
3	Camp Pendleton, CA	6109, 6114, 6117, 6147, 6155, 6158, 6159, 6165, 6187, 6188, 6199, 6813, 6818
◆16	Kansas City, MO	ALL DSSNs CONSOLIDATED UNDER DSSN 6102. PSEUDO DSSNs, 0003, 0004, 0005, 0006, 0007, 0008, 0009, 0010, 0011, 0015, 1118
◆◆17	Kansas City, MO (Reserve)	
27	Camp Butler	5755, 6095, 6096, 6112, 6156, 6160, 6161, 6162, 6164, 6185, 6799, 6808
	Okinawa, Japan	

◆On-line bonds and allotments all DSSNs

◆◆All active duty DSSNs paying Reserves

050302. Net Pay Payroll Processes

A. The bimonthly U&E routines generate the payment data, post the data to the MMPAs, and transmit the data to the appropriate RASC for posting.

B. Net pay provides a comprehensive payroll system designed to provide the following:

1. Select specific units for payment.
2. Process multiple DSSNs with applicable reporting units.
3. Provide an extract of payroll information printout of rough rolls for each DSSN by RUC.
4. Add, delete, or change individual payment information.
5. Produce payroll smooth rolls for each RUC, to include company level units under BLA.
6. Pay units by cash and/or check.

7. Provide check issue reports and cash breakdown totals.
8. Print and punch the unit identity RUC and platoon number on the checks.

050303. Payment Data (TTC 625). Transmit payment data (625s) for payment changes or additions to the DFAS-KC via Marine Corps Data Network (MCDN). These 625s must be transmitted immediately so that the payments are processed at the DFAS-KC before cutoff of the bimonthly U&E processes. Coordination between the data processing officer and the finance officer is required each payday to make sure of timely transmission of the payment data. The data processing officer must give priority consideration to the processing of all payment data. The finance officer must monitor the process to make sure that the payment data is properly transmitted as soon as practicable following the production of the payroll process. Payment data must be transmitted within 48 hours of production of the smooth payroll process.

050304. Special Payrolls. The net pay process provides payrolls when requirements exist to pay members a fixed amount or compute pay for a specific numbers of days. Finance officers electing either of the special pay processes should acknowledge that the monetary amount fields in the VEF are not updated by the special pay process.

A. The fixed amount concept is used to pay a specific amount to each member in a unit or recruit platoon. This concept should be used when the unit will not have a regularly scheduled payday immediately following the special payday.

B. The specific number of days of special pay is used to pay a computed amount based on the amount due as recorded in the VEF. This concept must be used whenever the unit is requesting special pay between paydays and will require payment on both paydays. Normally, units paid by special pay are not available for the next regularly scheduled payday. If it is necessary to pay the unit by special pay between paydays and also on the next regular payday, the finance officer is required to use the specific number-of-days concept for both the special pay and the regular payday.

C. The A and B headers are used to extract and create a rough roll. Add, change, or delete records may be prepared as necessary to attain payment for the special payroll. The A and B headers, together with the add, change, or delete records, are submitted to produce the smooth payroll process.

050305. Special Payments DD/EFT. The finance officer uses the DD/EFT special payment process to create cyclic EFT payments when required to pay a member a fixed amount or to compute pay for a specific number of days. The member must be enrolled in DD/EFT to receive a special payment. After the special payment is reported and processed, payments to the financial institution are made in approximately 48 hours.

A. The following is a listing of those TTCs that when reported will automatically generate a cyclic EFT payment. An EFT payment will be generated if the member has an open EFT account (D937 Remark). A payment will be made to the member's financial



\*April 19, 2007

institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 026-100 (D809 remark). If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

<u>TTC</u>	<u>ENGLISH</u>
504	Check Advance Pay
505	Check Advance Pay & Allowances
506	Start Lump Sum leave
545	Credit of Combat Arms Enlistment Bonus
558	Credit AOCPS Summary
584	Credit Temporary Lodging Allowance (TLA)
586	Credit of Selective Reenlistment Bonus
597	Advance Housing Allowance
608	Credit Advance Housing Deposit
616	Credit Deployed Per Diem Quarters
633	Advance Deployed Per Diem
699	Generate Cyclic Special Payments by EFT (refer to paragraph B below)

B. Report the following to create a cyclic EFT payments(s). Refer to the below numeric codes for the type of cyclic DD/EFT special payments authorized.

TTC/SEQ 699/000

CRED | (1) | \$(2).

(1) One-digit numeric code

(2) Numeric amount

#### Numeric Codes

- 1 Commanding officer directed payment-event aged 60 days
- 2 Commanding officer directed payment-hardship
- 4 Special payment-joiner
- 5 Special payment-transfer
- 6 Special payment-transient
- 7 Finance officer adjusts payment-reduction aged 60 days/ECC within 60 days/payment not posted
- 8 Finance officer adjusts payment-unexplained amount appearing on suspect payment listing/member erroneously deleted or omitted from unit payroll
- 9 Override-directed by systems assurance officer
- 0 Separation payment-no LSL payment to be made

\*April 19, 2007

C. Report the following to post an 809 payment remark to the respective MCTFS record(s) when the payment(s) have already been issued by a field finance officer.

TTC/SEQ 699/001

CRED | (1) | \$(2). | (3) | (4) | (5) | (6)

- (1) One-digit numeric code (see above)
- (2) Numeric amount
- (3) Four-digit numeric DSSN
- (4) Three-digit numeric payroll number
- (5) Ten-digit numeric DOV number
- (6) Eight-digit payment date

050306. Payment Procedures

A. Transmittal of Cash and/or Checks to the Commanding Officer. Cash and/or checks will be released to a paying officer only after receiving a DD Form 1081: Statement of Agent Officer's Account. Refer to the "DoDFMR", Vol. 5, chapter 3.

B. Cash Payment. A member receiving payment in cash will sign the MPL at the time of payment. The signature will be in black/blue-black ballpoint ink only. A member who is unable to sign will enter an "X", which will be witnessed by an officer other than the paying officer.

C. Post-Payment Action of the Paying Officer. The paying officer will return any unpaid cash to the finance officer. The commanding officer will return the individual check transmittal form to the finance officer after verifying the enclosed checks. Any unpaid funds or undeliverable checks must be returned to the finance officer on the day of receipt unless, in the case of cash payment, the commanding officer authorizes an extension of no more than three days and certifies on the DD Form 1081 that the paying officer has a safe equipped with a combination lock for the paying officer's use only. Retention of cash funds and partially paid payrolls may not be authorized beyond the last day of the month or the date a new finance officer assumes duties.

D. Post-Payday Action of the Finance Officer. After the MPLs have been returned, the finance officer will delete any cash payments not made or will manually prepare a check for delivery to any member not paid. The On-Line Net Pay Reporting Procedures Users Manual contains procedures for the on-line net pay process. The check number will be recorded in block 11 of the MPL. The MPLs then will be closed by updating the page and grand totals with the new totals showing deletions. The original MPLs and MPVs will be mailed to the DFAS-JMSB/KC under a DTL no later than 48 hours after payday. The duplicate DD Form 1081 will be attached to the retain copy of the MPL.

050307. Cancellation Of Undeliverable Payments

A. Reference. "DoDFMR", Vol. 5, paragraph 0803.

B. Finance officers will cancel payments as required by the reference and report the credit to the member's MMPA using TTC 512/000.

TTC/SEQ 512/000

CRED|CANC PAYMENT - (1) |\$ (2) |(3) \_\_\_\_\_

(1) Payment type (C = canceled check, E = canceled DD/EFT)

(2) Dollar amount

(3) Eight-digit date of payment

050308. Cancellation Of Reserve Members Payments Issued On Active Duty For 30 Days Or Less

A. Reference. "DoDFMR", Vol. 5, paragraph 0803.

B. Finance officers will cancel those reserve members' payments they issued in the above circumstances as required by the reference, and then report the credit to the reserve member's MMPA using TTC 512/000. Finance officers must be logged-on to the KCT Menu and JURIS 17 and follow the Consolidation Guide for the correct procedures to follow when canceling DSSN 6102 checks.

TTC/SEQ 512/000

CRED|CANC PAYMENT - (1) |\$ (2) |(3) \_\_\_\_\_

(1) Payment type (C = canceled check, E = canceled DD/EFT)

(2) Dollar amount

(3) Eight-digit date of payment

050309. Security Of Prepared Military Payroll Checks

A. There will be a continuing change of receipts from the finance officer through the commanding officer to the member for whom the check is prepared.

B. The commanding officer will appoint a primary and an alternate person to receipt for checks. The NAVMC 11119: Delegation of Authority will be used for this purpose.

C. The commanding officer will provide storage (safes or security containers) for the safeguarding of checks.

D. Storage container limitations will be as specified in the "DoDFMR", Vol. 5, paragraph 030304. Refer to chapter 8 for the time limit for holding undeliverable checks.

E. The designated person who receipts for checks is responsible for their security and delivery to the members named therein.

050310. Procedures For Payroll Adjustments

A. Payment Adjustments or Erroneously Posted Payments. After the payroll has been input, certified and transmitted to the DFAS, the finance officer should not attempt corrections or deletions. Notify the Financial Services Division, Payroll Services Branch, DFAS-PMMS/KC, by phone, or message stating the problem and corrective action necessary.

B. Failed Dual Line Payment Entries. Finance officers should not attempt to reenter or correct a dual line entry that fails to post until guidance has been received from the Payroll Recon Branch (DFAS-JMSB/KC). The servicing finance office must verify and validate all transactions posted by auditing the payroll and comparing payroll stats. When a problem is suspected or identified, the finance officer should contact DFAS-JMSB/KC for assistance in resolving the issue. DFAS-JMSB/KC will determine the validity of suspected problems. When warranted, DFAS-JMSB/KC will advise the servicing finance officer of the error and the corrective action required. The DFAS-JMSB/KC will report the failed transaction when all of the information is available to ensure the transaction is accurate. Coordination will be made within the same U&E cycle as originally intended.

050311. Normal Pay Information 935 Remark Forecasted Amounts

A. 935 Remark. The 935 remark displays the projected amounts a member will be paid for the next two paydays. This remark is updated during every end-of-month U&E processing, occasionally during mid-month U&E processing, or during an MCTFS cycle if a transaction processed which changed a member's status and the projected amount the member was to receive.

B. Mid-Month (MM) U&E. Mid-Month U&E processing occurs approximately on the fifth day of the month, while end-of-month U&E processing occurs approximately on the 20th day of the month. The 935 remark displayed below was generated as a result of end-of-month U&E processing:

\*April 19, 2007

TJIPR935	*	*****NORMAL PAY INFORMATION 935 REMARKS*****				10/02/YYYY
TDDDDX		ENTER NEXT SSN:	ENTER CATG:	SEQ NBR:		10:02:08
SSN: 0000000001 NAME: SWUDA, CHARLES D						
RUC: 36000 COMPANY CODE: D PRES-GRADE: E2 RECSTAT: E COMP CODE: 11						
PLT CODE: DFAS TRNGP: A R-RECSTAT: 0 RCOMP CODE: K4						
KILL	EFFECTIVE	*** 15th PAYDAY***		*** 30TH PAYDAY ***		
SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
		(OCT 15TH PAYDAY)			(NOV 1ST PAYDAY)	
129	YYYY10	YYYY1005	\$ 111	09	\$ 110	09
ADR TYP-DOC#- YEAR-RUC-DPI-TTC TCH DATE						
B: 9-999999-9999-99999-99-0999- YYYY1005						
E: 8-999999-9999-99999-99-0999- YYYY1005						

You can tell that this remark was generated by mid-month (MM) processing by looking at the remark's EFFECTIVE DATE, which is equal to the date the MMU&E was scheduled or was actually processed (October 5th, YYYY). This mid-month remark example displays the amounts for the upcoming October 15th and 30th paydays. (The 30th paydays are usually dated the 1st of the next month.) The 935 remark with the highest sequence number shows the most recent forecasted amounts projected for payment.

C. End-of Month (EOM) U&E. SEQ 130 of the 935 remarks shown below was generated as a result of end-of-month (EOM) mid-month U&E processing:

TJIPR935		*****NORMAL PAY INFORMATION 935 REMARKS*****				10/05/YYYY
TDDDDX		ENTER NEXT SSN:	ENTER CATG:	SEQ NBR:		10:02:08
SSN: 0000000001 NAME: SWUDA, CHARLES D						
RUC: 36000 COMPANY CODE: D PRES-GRADE: E2 RECSTAT: 0 COMP CODE: 11						
PLT CODE: DFAS TRNGP: A R-RECSTAT: 0 RCOMP CODE: K4						
KILL	EFFECTIVE	*** 15th PAYDAY***		*** 30TH PAYDAY ***		
SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
		(NOV - 15TH PAYDAY)			(NOV 1ST PAYDAY)	
130	YYYY10	999999	\$ 111	09	\$ 110	09
ADR TYP-DOC#- YEAR-RUC-DPI-TTC-S TCH DATE						
B: 9-999999-9999-99999-99-U122- YYYY1118						
E: 8-999999-9999-99999-99-U122- YYYY1118						
KILL	EFFECTIVE	*** 15th PAYDAY***		*** 30TH PAYDAY ***		
SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
		(OCT 15TH PAYDAY)			(NOV 1ST PAYDAY)	
129	YYYY10	YYYY1005	\$ 111	09	\$ 110	09
ADR TYP-DOC#- YEAR-RUC-DPI-TTC TCH DATE						
B: 9-99999-9999-99999-99-U122 YYYY1005						
E: 8-99999-9999-99999-99-u122 YYYY1005						

You can determine if SEQ 130 was generated by the EOM processing by looking at the remark's EFFECTIVE DATE which is equal to the date EOM U&E processed (October 18th, YYYY). This example of a EOM remark displays amounts forecasted for the upcoming October 30th payday (which will be dated the 1st of the month) and the November 15th payday.

D. MCTFS Cycle Update. The 935 remarks shown below were generated as a result of cycle processing which occurred when the members were assessed:

\*April 19, 2007

```

TJIPR935          *****NORMAL PAY INFORMATION 935 REMARKS*****          10/10/YYYY
TDDDDX          ENTER NEXT SSN:  ENTER CATG:          SEQ NBR:          10:02:08
SSN: 0000000001  NAME: SWUDA, CHARLES D
RUC: 36000  COMPANY CODE: D PRES-GRADE: E2 RECSTAT:0  COMP CODE: 11
PLT CODE: DFAS TRNGP: A  R-RECSTAT: 0 RCOMP CODE: K4
  KILL  EFFECTIVE  *** 15th PAYDAY***          *** 30TH PAYDAY ***
SEQ DATE  DATE      NORM-PAY  DPI      NORM-PAY  DPI
              (NOV 15TH PAYDAY)      (NOV 1ST PAYDAY)
130  99999  YYYY1010  $ 111      09      $ 110      09

                                ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
                                B: 9-99999-9999-99999-99-U122-YYYY1010
                                E: 8-99999-9999-99999-99-U122-YYYY1010

```

```

TJIPR935          *****NORMAL PAY INFORMATION 935 REMARKS*****          10/27/YYYY
TDDDDX          ENTER NEXT SSN:  ENTER CATG:          SEQ NBR:          10:02:08
SSN: 0000000001  NAME: SWUIDA, CHESTER D
RUC: 36000  COMPANY CODE: D PRES-GRADE: E2 RECSTAT:0  COMP CODE: 11
PLT CODE: DFAS TRNGP: 0  R-RECSTAT: 0 RCOMP CODE: K4
  KILL  EFFECTIVE  *** 15th PAYDAY***          *** 30TH PAYDAY ***
SEQ DATE  DATE      NORM-PAY  DPI      NORM-PAY  DPI
              (NOV 15TH PAYDAY)      (DEC 1ST PAYDAY)
130  999999  YYYY1027  $ 111      09      $ 110      09

                                ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
                                B: 9-99999-9999-99999-99-0999-U122-YYYY1027
                                E: 8-99999-9999-99999-99-0999-U122-YYYY1027

```

1. The example with an effective date of YYYY1010 reflects the forecasted amounts for the November 1st and November 15th paydays. Because payments for the October 15th payday have already been generated (checks/EFT/699 data) as a result of mid-month U&E processing (October 5th), MCTFS displays the forecasted amount for the next 15th payday (November 15th).

2. Similarly, the example with an effective date of YYYY1027 reflects the forecasted amounts for the November 15th and December 1st paydays as payments for the November 1st payday have already been generated (checks/EFT/699 data) as result of en-of-month U&E processing.

050312. Normal Pay Information Displays. The projected forecasted amounts (935 remark) displays as the following:

\*April 19, 2007

TJIPR935 \*\*\*\*\* NORMAL PAY INFORMATION 935 REMARKS \*\*\*\*\* 04/02/YYYY  
 TMBPTB ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 10:02:08  
 SSN: 0034444835 NAME: BROWN, TINA B  
 RUC: 36000 COMPANY CODE: D PRES-GRADE: E7 RECSTAT: 0 COMP CODE: 11  
 PLT CODE: DFAS TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4  
 KILL EFFECTIVE \*\*\* 15TH PAYDAY \*\*\* \*\*\* 30TH PAYDAY \*\*\*  

SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
303	999999	YYYY0307	\$1104	16	\$1110	16

 ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE  
 B: 9-99999-9999-99999-99-U122- YYYY0307  
 E: 8-99999-9999-99999-99-U122- YYYY0307

TJIPR935 \*\*\*\*\* NORMAL PAY INFORMATION 935 REMARKS \*\*\*\*\* 04/02/YYYY  
 TMBPTB ER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 10:02:08  
 SSN: 0034444835 NAME: BROWN, TINA B  
 RUC: 36000 COMPANY CODE: D PRES-GRADE: E7 RECSTAT: 0 COMP CODE: 11  
 PLT CODE: DFAS TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4  
 KILL EFFECTIVE \*\*\* 15TH PAYDAY \*\*\* \*\*\* 30TH PAYDAY \*\*\*  

SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
303	999999	YYYY0307	\$1104	16	\$1110	16

 ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE  
 B: 9-99999-9999-99999-99-U122- YYYY0307  
 E: 8-99999-9999-99999-99-U122- YYYY0307  
 KILL EFFECTIVE \*\*\* 15TH PAYDAY \*\*\* \*\*\* 30TH PAYDAY \*\*\*  

SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
302	999999	YYYY0208	\$1102	16	\$1085	16

 ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE  
 B: 9-99999-9999-99999-99-U122- YYYY0208  
 E: 8-99999-9999-99999-99-U122- YYYY0208

TJIPR935 \*\*\*\*\* NORMAL PAY INFORMATION 935 REMARKS \*\*\*\*\* 04/02/YYYY  
 TMBPTB ENTER NEXT SSN: \_\_\_\_\_ ENTER CATG: \_\_\_\_\_ SEQ NBR: \_\_\_\_\_ 10:02:08  
 SSN: 0034444835 NAME: BROWN, TINA B  
 RUC: 36000 COMPANY CODE: D PRES-GRADE: E7 RECSTAT: 0 COMP CODE: 11  
 PLT CODE: DFAS TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4  
 KILL EFFECTIVE \*\*\* 15TH PAYDAY \*\*\* \*\*\* 30TH PAYDAY \*\*\*  

SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY	DPI
303	999999	YYYY0307	\$1104	16	\$1110	16

 ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE  
 B: 9-99999-9999-99999-99-U122 YYYY0307  
 E: 8-99999-9999-99999-99-U122 YYYY0307

\*April 19, 2007

TJIPR935		**** NORMAL PAY INFORMATION 935 REMARKS ****		04/02/1YYYY	
TMBPTB		ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____		10:02:08	
SSN: 0034444835		NAME: BROWN, TINA B			
RUC: 36000		COMPANY CODE: D PRES-GRADE: E7 RECSTAT: 0 COMP CODE: 11			
		PLT CODE: DFAS TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4			
KILL		EFFECTIVE		*** 15TH PAYDAY ***	
				*** 30TH PAYDAY ***	
SEQ	DATE	DATE	NORM-PAY	DPI	NORM-PAY
303	999999	YYYY0307	\$1104	16	\$1110
					16

  

ADR-TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE	
B: 9-99999-9999-99999-99-U122- YYYY0307	
E: 8-99999-9999-99999-99-U122- YYYY0307	

0504 DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER050401. General

A. U.S.C., Title 31, Sec. 3332, directs that all federal salary payments be made DD/EFT. Effective October 1, 1996, all members must participate in DD/EFT unless the member submits a written request for a waiver (refer to paragraph 050407 for disenrollment and waiver requests). DD/EFT gives members the opportunity of having their net pay deposited directly into their checking or savings account at a financial organization of their choice. This can be any financial organization that accepts funds electronically: A bank, savings bank, savings and loan association, or credit union. Each pay period, DD/EFT payments are compiled and transmitted electronically from DFAS-KC to the Federal Reserve Bank in Minneapolis, MN for distribution. The payment data is then electronically transmitted to the appropriate local Federal Reserve Bank which, in turn, distributes it through an automated clearing house or directly to the appropriate financial organization. The payment is available for withdrawal at the opening of business on the scheduled payday and posted to the account by close of business on that day. Net pay continues to be deposited at the financial organization each payday, unless the member enters a nonpay status or terminates the election. Periods of leave/TAD or transfer do not affect participation.

B. The administrative or finance office is the first point of contact for pay questions and should result in quick resolution as DD/EFT information is available on the DD/EFT participation report and/or the net pay extract report. If a question still remains, the administrative or finance office may contact the DFAS-JV/KC.

050402. Participation Limitation. All members are required to participate in the DD/EFT Program. However, in certain situations, participation could inadvertently cause overpayments. Members in these situations are not allowed to sign up for the DD/EFT Program, and an appropriate error message will be generated. These situations are:

A. Nonaccrual pay status (excess leave, UA, IHCA, confined, etc.).

B. ECC date is less than three months from the enrollment processing (does not include members who are retiring or transferring to the Fleet Marine Corps Reserve).



C. Assignments to certain primary reporting unit codes (PRUCs) are not valid for DD/EFT participation. These RUCs are 548XX and 54980 through 54999.

050403. DFAS-KC Responsibility. The DFAS-KC is the Marine Corps' central point for all dealings with the Department of the Treasury and financial organizations concerning the DD/EFT of Federal recurring payments.

A. Reimbursement for dishonored check charges resulting from erroneous information provided by the individual or the financial institution to the servicing financial office is not the liability of the government and will not be reimbursed. Reimbursement for dishonored check charges is authorized when an administrative or mechanical error on the part of the government causes the pay of a military member to be deposited late or in an incorrect manner or amount. Such reimbursements are limited to overdraft charges or minimum balance or average balance charges levied by the financial institution.

B. The servicing finance officer is to contact the financial institution to explain the error and request that charges levied against the account holder be reversed. If the financial institution declines the request for reversal, contact DFAS-JV/KC for assistance. If the financial institution still declines, the servicing finance officer will make government reimbursement of the charges via EFT, directly to the applicable account involved. Such charges are funded from the appropriation available for the pay of the member concerned.

050404. Finance Officer Responsibilities

A. Make special payments upon request from the commanding officer (e.g., selective reenlistment bonus (SRB) or upon authorized advances of pay and/or allowances (e.g., advance pay, advance HA, TLA, and LSL). Payments made under authority of this paragraph constitute a manual override of the system and should be kept to a minimum. Every effort should be made to include these payments in regularly scheduled payday payments.

B. Report TTC 698/003 to enroll members in the DD/EFT program when completed SF 1199A's are routed to the finance officer.

C. Reenroll members in the DD/EFT program if the ECC date terminated deposits to the member's account and set the POE code to accrue all central (00001). Do this after the proper diary entries have posted to show reenlistment, extension, or retention on active duty for convenience of the Government.

D. For deploying units, forward a message to the DFAS-HTSBD/KC stating the unit's message plain language address (PLAD), RUC(s), and the disbursing station symbol number (DSSN), in order to receive DD/EFT amounts while deployed. The message must also state the first payday for which information is being requested. Once the deploying unit is added to the list, any modifications will require another message from your command.

E. If a DD/EFT payment is not received on the expected payday, select EFT Trace Inquiry from the CICS Selection Menu. Enter the member's SSN for the financial institution and the trace number. Notify the financial institution of the missing payment and give the trace number which will be used to track the payment. The trace number will be used by the financial institution to track the missing payment.

F. Report a TTC 698 to disenroll a member under the following conditions:

1. When a NAVMC 11120: Request for DD/EFT Disenrollment, initiated by the member, is received from the unit commander.

2. When an indebtedness occurs which cannot be collected before the scheduled ECC date. To prevent overpayment upon separation, terminate the member from DD/EFT when it is determined that a member will be in an overpaid status upon separation.

3. When advised that a member is being discharged prior to the ECC date. The finance officer must deduct the payment from the final settlement payment. If the U&E cutoff has already passed, advise the DFAS-JV/KC by phone (followed by a message) to recoup the monies from the financial organization. **PROMPT ACTION IS REQUIRED TO PREVENT OVERPAYMENTS.**

4. When notified by the commanding officer that the member has been recommended for an administrative discharge.

050405. Commanding Officer Responsibilities

A. Make sure a sufficient supply of SF 1199A: Direct Deposit Sign-Up Form is available in case it is temporarily out of stock by local financial institutions. This form may be ordered through the GSA Supply System under SN 7540-01-058-0224. Members can use MyPay (available at <https://mypay.dfas.mil/mypay.aspx>) to participate in the DD/EFT Program. To access MyPay, a member must request or have a MyPay Personal Identification Number (PIN). Effective October 1, 2005, all service members are required to establish a MyPay PIN. Service members on a unit deployment or temporary additional duty in support of a contingency operation are not immediately required to establish a MyPay PIN. The establishment of a MyPay PIN is required within 60 days of returning to their permanent duty station (PDS).

(1) The SF 1199A (Rev June 1987) Direct Deposit Sign-Up Form requires the member and the financial institution to complete and sign the applicable portions of the SF 1199A. The SF 1199A is then sent to the member's servicing finance officer for processing. The form is available at the member's administrative unit the financial institution.

(2) The SF 1199A (August 2005) Direct Deposit Sign-Up Form does not require the member to take the form to a financial institution to be completed and certified. The member is required to sign and date a certification (on the form) stating they authorize payment to be sent to the named financial institution. The member must ensure that the financial

institution's 9-digit routing number and the account number are correct; and that the financial institution is notified. The SF 1199A is then sent to the member's servicing finance office for processing. The form is available at: <http://www.ssa.gov/deposit/1199a.pdf>

B. Counsel members desiring disenrollment of the many benefits of participation in the DD/EFT Program, particularly when disenrollment is due to PCS orders. These members should be given a copy of NAVMC 2783: Tips for Changing Direct Deposit, and be advised that they are not required to disenroll simply because they are in receipt of PCS orders. Counseling is not intended to delay disenrollment or make it difficult to disenroll, but to provide the member with sufficient information to make an informed decision.

C. Stock the NAVMC 11120: Request for Direct Deposit Disenrollment. Distribute the form as follows:

1. Original - to the finance officer for submission as an "S" voucher with their financial returns or an electronic image of the original processed through the Document Tracking Management System (DTMS).
2. Duplicate - Destroy.
3. Triplicate - to the member.
4. Quadruplicate - Destroy.

D. Immediately notify the finance officer by NAVMC 11116 when a member, who has previously indicated a desire to extend or reenlist (e.g., LES indicates "will reenlist" or "will extend"), decides to be separated on the ECC date.

E. Immediately notify the finance officer by NAVMC 11116 when a member is to be separated before the ECC date. The notification must be initiated when the decision is made to process the member for administrative separation prior to the ECC date. The finance officer must be notified at least one day before the U&E cutoff date to disenroll a member before the next scheduled payday. U&E cutoff dates and payday dates are published for each fiscal year. Failure to notify the finance officer before the U&E cutoff could cause an overpayment to the member.

F. Send a message to the DFAS-HTSBD/KC and report the name of the ship in which the finance officer is embarked for MEUs or the name of the ship in which the commander is embarked for units without a finance officer attached.

050406. Enrollment In The DD/EFT Program. An SF 1199A: Direct Deposit Sign-Up Form or SF 1199A (August 2005) are the only acceptable enrollment forms. The SF 1199A (August 2005) can be accessed at the following site: <http://www.socialsecurity.gov/deposit/1199a.pdf>. Members can use MyPay (available at: <https://mypay.dfas.mil/mypay.aspx>). to participate in the DD/EFT Program. To access MyPay, a member must request or have a MyPay Personal Identification Number (PIN).

A. Members desiring to participate in the DD/EFT Program must go to a financial organization of their choice to obtain and complete the SF 1199A. If the financial organization does not have the SF 1199A, the member may obtain one from the commanding officer and take it to the financial organization for processing. Members do not need to go to a financial institution to complete the SF 1199A (revised February 2005). Complete the form and return it to your finance office.

B. All financial organizations have the Treasury Department's manual entitled Direct Deposit - Federal Recurring Payments. Section 2 of the "Green Book" (as it is commonly called) explains how to complete the SF 1199A for members.

C. The financial organization and the member must complete and sign the applicable portions of the SF 1199A (available on the internet at: [http://www.census.gov/hrd/www/new\\_emp/ssf11199a.pdf](http://www.census.gov/hrd/www/new_emp/ssf11199a.pdf)). Upon completion, the form must be mailed to the member's servicing finance office for processing if the member cannot deliver the form directly to their finance office.

D. Finance officers will report the POE as soon as the SF 1199A is received for those members who have been given the completed, original SF 1199A by their financial organization. (Note: The financial institution payee name does not have to be reported. When the routing transit number (RTN) is in the automated Rand-McNally listing, the financial institution payee name will automatically be generated to the member's 937 remark.) Annotate the front of each SF 1199A (below the "Financial Institution Certificate" area) with the on-line diary number, date, and DSSN that reported the transaction. Finance officers must ensure the POE is posted. Submit the original SF 1199A as a substantiating voucher with your monthly submission (refer to chapter 8, section 2 regarding monthly submissions).

E. For request concerning allotments and the DD/EFT program, refer to chapter 25 of this manual.

#### 050407. Waiver Request/Disenrollment

A. Waiver Requests. Members must submit a written waiver request to the battalion/squadron commander (or equivalent) via the chain of command stating the reasons for not participating in the DD/EFT Program. The grandfather clause that permitted postponing DD/EFT enrollment until a reenlistment or appointment to the next officer grade is no longer valid. Members entering the Marine Corps after July 25, 1996, can be granted a waiver only when it is demonstrated that the member does not have an account with a financial institution or does not have an authorized agent. In all cases, commanders may continue to disenroll members from DD/EFT if they are unable to meet their financial obligations.

B. Involuntary. A member's participation in the DD/EFT program may be involuntarily terminated in one of the following ways:

1. The finance officer or the DFAS-KC may terminate members from the DD/EFT program, without their consent, to protect the interests of the Government (e.g., indebtedness which cannot be fully collected before the ECC date, when ordered to make payments to satisfy court-ordered garnishments, tax-levies, etc.). The DFAS-JV/KC may do so at the request of the financial organization.

2. The DFAS-KC will terminate members from the DD/EFT program who are MIS, MIA, ITD, CPTR, or DETND upon receipt of a request from the HQMC/MHP.

3. A member's DD/EFT participation will be terminated when the financial organization returns funds due to a closed account, however, the account will not be terminated if the member has submitted a recent change for a new financial organization.

C. Automatic. DD/EFT will automatically terminate under the following conditions:

1. The ECC date terminates deposits to a member's account and sets the POE code to accrue all central (00001). Payments terminate on the midmonth payday if the ECC date is after the 15th of the discharge month. Payments terminate on the end-of-month (EOM) payday before the discharge month if the ECC date is on or before the 15th of the month. The following examples are included for clarity. (Refer to paragraph 0504011 for provisions affecting members who are retiring or transferring to the FMCR.)

- (a) ECC = 20010215  
Last regularly scheduled payday = 20010215  
Last DD/EFT payday = 20010201

In this case, the last DD/EFT payment would be sent for the payday on 1 February 2001 since the ECC date is not later than 20010215.

- (b) ECC = 20010331  
Last regularly scheduled payday = 20010315  
Last DD/EFT payday = 20010315

In this case, the last DD/EFT payment would be sent for the payday on 15 March 2001 since programming stops DD/EFT payments regardless of the number of days in a month or on which date the EOM payday falls.

- (c) ECC = 20010513  
Last regularly scheduled payday = 20010501  
Last DD/EFT payday = 20010501

In this case, the last DD/EFT payment would be sent for the payday on 1 May 2001. Finance officers must be careful when separating a member participating in the DD/EFT by making sure

\*April 19, 2007

that a "will reenter" or "will extend" flag is not active in the member's MMPA. If a "will reenter" or "will extend" flag is active, the ECC does not terminate DD/EFT program participation.

2. The system will automatically terminate members from the DD/EFT Program who are in a nonpay status for more than eight days.

050408. Direct Deposit Participation Report

A. The Direct Deposit Participation Report is available on the KCT Main Menu, INFOPAC, for both financial and administrative use. This application assists the commanding/finance officers in direct deposit inquiries. For access to the KCT Main Menu, INFOPAC, refer to appendix G (CICS On-Line Applications) of this manual.

B. For each payday, group advice-of-deposit notifications are sent to remote units, units afloat, and units involved in the Unit Deployment program. These advice-of-deposit messages are addressed to the unit, MEU, or to the ship in which the finance officer is embarked for MEUs and to the address of the unit participating in the Unit Deployment program. For those units embarked without a finance officer, the message will be addressed to the ship in which the commanding officer is embarked. The message lists each member enrolled in the DD/EFT program, the dollar amount deposited to each account, and the institution name. A maximum of two information addressees may be shown on these messages. A sample is shown below:

```
ZNR UUUUU
P 040505Z JUN XX
FM DFAS-KC, KANSAS CITY, MO
TO USS IWO JIMA
BT
UNCLAS //7220//
FOR TWO FOUR MEU FINANCE OFF, RUC 01162, ATTN LT MARIPE
NOTICE OF DIRECT DEPOSIT
1. AMTS DEPOSITED PAYDAY 900615 FOR MBRS PARTICIPATING EFT/DD LISTED
BELOW
      SSN      NAME      AMT PAY  MCC PLT NUM  INSTITUTION NAME
              GRADE
0263236971 AGEE WR 412   E5  160   CMDB FIRST NATIONAL BANK ASSO
0239689731 ALER TE 1558   O4  160   SQPL CITY STATE BANK
0364704961 ARGO JE 129   E4  160   4AVT FIRST NATIONAL BANK
RELEASED BY:
BT
```

050409. Miscellaneous Information For Finance And Administrative Personnel. Payments must also be returned when a payment is received for an account which has either been closed or does not exist. Due to processing time requirements, it takes approximately two weeks before the returned payment is credited to the member's MMPA.

A. A member who desires to change financial organizations must take the same actions taken when the first election was made. Do not submit a NAVMC 11120. When an SF 1199A is processed for the new financial organization, it automatically terminates DD/EFT payments to the old financial organization.

B. The system will allow a member to change or start DD/EFT if an intent to extend or reenlist is reported by diary entry, thereby updating the EAS. The updated EAS will allow a POE change if the ECC date is greater than the POE start date plus three months.

C. A POE code of 12061 indicates that the selected financial organization is one of the very few that requires a Treasury check or cannot receive electronic funds transfer (EFT) payments. Therefore, participation in DD/EFT is dependent upon the U.S. Postal Service for delivery of the check. This code is also used if the financial organization is a non-U.S. organization located in a foreign country. All other members participating in the DD/EFT Program have a POE code of 12011.

D. All financial organizations are required to notify a customer regarding the receipt of a pre-authorized DD/EFT payment. This notice may be provided by one of the following methods:

1. Positive notice to the customer within two business days.
2. Negative notice within two business days.
3. A phone number for inquiries, easily accessible to the customer.

050410. Cashing Personal Checks For Deployed Members Enrolled In The DD/EFT Program. Commanding officers and other superior authority are authorized by the "DoDFMR", Vol. 5, to determine when finance officers may cash personal checks for deployed members. The following policy is established to ensure uninterrupted personal check cashing services for deployed members:

A. All authorizations for cashing personal checks automatically allow the finance officer to cash checks for members enrolled in the DD/EFT program in an amount equal to the entire net pay deposited or \$2,000 per month, whichever is less.

B. All authorizations for cashing personal checks for members not enrolled in the DD/EFT Program are limited to \$1,000 per month.

050411. DD/EFT For Members Transferred To The Retired List Or FMCR. Members retiring or transferring to the FMCR remain in the DD/EFT program through the date of their retirement or transfer unless they voluntarily disenroll. The last regularly scheduled active duty DD/EFT payment is based on the member's retirement or transfer date as indicated:

A. When the last day of active duty is between the 1st and the 15th, inclusive, the last DD/EFT payment is the EOM payment for the prior month.

B. When the last day of active duty is between the 16th and the 29th (30th if a 31-day month), inclusive, the last DD/EFT payment is the midmonth payment for the retirement month.

C. When the last day of active duty is the last day of the month (including the last day of February), the last DD/EFT payment is the EOM payment for the retirement month.

D. Members transferring to the retired list or FMCR may remain enrolled in the DD/EFT program for the same financial organization without completing a new SF 1199A. To remain enrolled, the member must complete the applicable blocks on the Retired/Retainer Pay Data form.

E. Members who are enrolled on the date of transfer but wish to change financial organizations must, however, submit a new SF 1199A.

050412. DD/EFT Payment Reversals. All request for reversals of EFT payments must be sent by the disbursing/finance or administrative officer to the DFAS-KC Disbursing Division (DFAS-JV/KC). Requests can be sent by electronic mail to their organizational mail box: [ckc-recoup@dfas.mil](mailto:ckc-recoup@dfas.mil), telefaxed to DSN 465-8936 or 816-926-8936 or mailed to DFAS-APMA/KC, 1500 E. 95<sup>th</sup> Street, Kansas City, MO 64197-0001. The request must contain the member's name, SSN, amount of the EFT reversal (e.g. account number incorrect, member is overpaid, member is being discharged early, member is deceased or member is in unauthorized absence (UA)). If the DFAS-JV/KC personnel do not act on the request because the justification is insufficient or because the 5-day time limit has expired, the field office will be notified. It should be noted that this process does not guarantee recovery of funds from the financial institution.

A. Payment intercepts must be requested at least two working days prior to the payday date.

B. Payment intercepts should be requested:

1. If a member is indebted to the Government upon discharge.
2. To protect a member from financial loss.
3. The amount of the suspect payment listing (SPL) cannot be explained.

C. No payment intercepts will be requested on members transferring to the retired list or the FMCR.



D. When a financial institution returns a DD/EFT payment before the finance office request, the DFAS-ADM/KC will terminate a member's DD/EFT participation and credit the MMPA.

Note. This process does not guarantee recovery of funds.

050413. EFT Trace Information. When a member, who is being paid by DD/EFT, does not receive payment through their financial institution by payday, the trace number, which is issued for each DD/EFT payment, can be given to the financial institution to track the payment. The trace number is displayed on the CICS application "EFT Trace Inquiry" of the VIS. The trace number is changed each payday. If you need a trace number for a prior payday, contact the DFAS-JV/KC. See appendix G for the procedures concerning the DD/EFT trace inquiry application.

050414. Recruit Direct Deposit (RDD) Payments. Recruits at the Marine Corps Recruit Depots (MCRD) San Diego, California and Parris Island, South Carolina are required to participate in RDD upon arrival at recruit training. A waiver to this policy is provided in paragraph 050407. Recruits may select a financial institution prior to their arrival and submit the completed SF 1199A to the recruit administrative center upon arrival. If the recruit does not make an election prior to arrival at the recruit depot, an account will be established for the recruit at one of the local financial institutions used in support of RDD. The financial institution will provide each participant a checking account, starter checks, ATM card and personnel identification number (PIN), and a monthly financial statement. Once enrolled in RDD, recruits receive regularly scheduled payday payments by DD/EFT.

## 0505 CROSS DISBURSING

### PART A: PAY ACCOUNTS OF NAVY PERSONNEL

050501. General. Information concerning the Navy LES and PFR is contained in the PAYPERSMAN, part 9, chapter 1. Instructions concerning payments for Navy personnel follow.

050502. Transient Payments. A transient Navy member requesting payment must present a valid Armed Forces identification card and the original travel orders or a copy of the leave authorization and the PFR/LES.

A. General Instructions. Report payments to Navy personnel on a DD Form 115-MC: Military Payroll Money List and/or DD Form 117-MC: Military Pay Voucher, or on NAVCOMPT Form 3055: Military Pay Voucher and/or NAVCOMPT Form 3056: Military Payroll Money List when made by automated procedure. Number Navy payrolls consecutively, starting with 1 and continuing through 999, then starting with the number 1 again. Precede each payroll number with the alpha designator N (e.g., N-1, etc.). Before making the payment, ensure that the payment is posted to the payments section of the latest LES on file.

\*April 19, 2007

B. When making casual payment(s), use the following lines of appropriation for active duty Navy members.

Officer: 17\*1453 2201 0 00 0 0000 0000 068566

Enlisted: 17\*1453 2202 0 00 0 0000 000 068566

\* designates the fiscal year (FY)

C. Distribution of Vouchers. Distribute the DD Form 115 and/or DD Form 117 daily as follows:

1. Digitally scan the payroll(s) and forward them, via electronic mail, with the payroll attachment(s). The finance officer is to provide a brief explanation in the text of the electronic mail explaining the action that has been accomplished. Call DSN 580-6897/7657 or (216) 522-6897/7657 to be given an email address to which the payrolls can be sent.

2. Or, mail the payroll(s) to DFAS-CL, Code PMMCCB, 1240 E. 9<sup>th</sup> Street, Room 2503, Cleveland, OH 44199.

3. On a daily basis, submit the original MPL with a DD Form 117, under a covering DTL, to the DFAS-AHR/KC.

4. Submit the duplicate signed copy with the finance officer's financial returns and include a copy of the MPV used as a certification sheet.

5. Retain a copy in the finance officer's retain file.

6. Questions regarding a Navy member's MMPA are to be directed to the Navy Military pay Operations (DFAS-CL). Call DSN 580-6289 or (216) 522-6289.

#### PART B: PAY ACCOUNTS OF COAST GUARD PERSONNEL

050503. Coast Guard Personnel Under PMIS/JUMPS Automated System. For members under the PMIS/JUMPS Automated Pay System, the LES (CG Form 5209) is the pay record form used.

A. The finance officer shall call the Coast Guard Pay and Personnel Center ((913) 295-2910) to ensure that the casual payment will not put the member in an overpaid status.

B. Record payments to a member of the Coast Guard on a DD Form 115: Military Payroll Money List and/or DD Form 117: Military Pay Voucher. Number Coast Guard

payrolls consecutively, starting with 1 and continuing through 999, then start with 1 again. Begin each payroll number with the alpha designator CG (e.g., CG-1, etc.).

C. Distribute the DD Form 115 and/or DD Form 117 daily as follows:

1. Destroy the original.
2. Submit the duplicate signed copy with the finance officer's original returns to the DFAS-PMMS/KC.
3. Submit one copy with the finance officer's advance returns.
4. Forward two copies, labeled "advance copies" to the Commanding Officer (OGRQ), U.S. Coast Guard, Finance Center, 1430 A Kristina Way, Chesapeake, VA 23326.
5. Retain a copy in the finance officer's retain file.

D. Prepare Pay Adjustment Authorization (PAA) (DD Form 139) and forward the signed original and one copy to the Commanding Officer (PSB), Coast Guard Pay and Personnel Center, 444 SE. Quincy Street, Topeka, KS 66683. Retain a copy in the finance officer's retain file.

\*E. Do not process allotment requests for Coast Guard members. Refer the member to the Coast Guard Pay and Personnel Center (1-866-772-8724 or 1-785-339-2200).

#### PART C: PAY ACCOUNTS OF ARMY PERSONNEL

050504. General. Maintain the pay account of an Army member receiving regular payment service from a Marine Corps finance officer as prescribed in Army Regulation (AR) 37-104-3.

A. Payments. Record payments to Army personnel on a DD Form 115: Military Payroll Money List and/or DD Form 117: Military Pay Voucher and on the DA Form 2467: Record of Local Payment that may be issued to those soldiers in a leave status of over 10 days or TDY. Number payrolls prepared for Army personnel consecutively, starting with 1 and continuing through 999, then starting with the number 1, again. Precede each payroll number with the alpha designator A (e.g., A-1, etc.).

B. When making casual payment(s), use the following lines of appropriation for active duty Army members.

Officer: 21\* 2010 0000 0 01 1100 1Z1000 012120

Enlisted: 21\* 2010 0000 0 01 1100 2Z2000 012120

\* designates the fiscal year (FY)

C. Distribution of Vouchers. Distribute the DD Form 115 and/or DD Form 117 daily as follows:

1. Digitally scan the payroll(s) and forward them, via electronic mail, with the payroll attachment(s). The finance officer is to provide a brief explanation in the text of the electronic mail explaining the action that has been accomplished. E-mail the payrolls to: the organizational mailbox: [PaymentPostingTeam@dfas.mil](mailto:PaymentPostingTeam@dfas.mil).

\*2. Or, mail the vouchers to: DFAS-IN, Army Military Pay Operations, ATTN: Payment Posting (DFAS-FI-JFLA-DB), 8899 E. 56<sup>th</sup> Street, Indianapolis, IN 46249

3. On a daily basis, submit the original MPL with a DD Form 117, under a covering DTL, to the DFAS-JV/KC.

4. Submit the duplicate signed copy with the finance officer's financial returns and include a copy of the MPV used as a certification sheet.

5. Retain a copy in the finance officer's retain file.

\*6. Questions regarding an Army member's MMPA are to be directed to the Army Military Pay Operations, Payment Posting, at 1-317-510-7551/7452 or (DSN) 699-7551/7452.

#### PART D: PAY ACCOUNTS OF AIR FORCE PERSONNEL

050505. General. Maintain the pay account of an Air Force member receiving regular pay service from a Marine Corps finance officer as prescribed in Air Force Manual (AFM) 177-373.

A. Payments. Record casual emergency payments to Air Force personnel on a DD Form 115: Military Payroll Money List and/or DD Form 117: Military Pay Voucher and in block 3 of the AF Form 2067: Personal Financial Record (PFR) Transfer Actions, which must be reviewed prior to making a payment to ensure the airman is not being overpaid. Number payrolls prepared for Air Force personnel consecutively, starting with 1 and continuing through 999, then starting with the number 1 again. Precede each payroll number with the alpha designator AF (e.g., AF-1, etc.).

B. When making casual payment(s), use the following lines of appropriation for active duty Air Force members.

Officer: 57 \* 3500 32\* 48 510 525725

Enlisted: 57 \* 3500 32\* 48 530 525725

\* Indicates the fiscal year (FY)

C. Distribution of Vouchers. Distribute the DD Form 115 and/or DD Form 117 daily as follows:

1. Digitally scan the payroll(s) and forward via electronic mail, with the payroll attachment(s), to DFAS-DE, Military Pay Operations. Call DSN 926-7213 or (303) 676-7213 to be given an email address to which you can send the payroll(s). The finance officer is to provide a brief explanation in the text of the electronic mail explaining the action that has been accomplished.

\*2. Or, mail the payroll(s) to: DFAS-DE, Code JMSAA, 6760 E. Irvington Place, Denver, CO 80279

3. On a daily basis, submit the original MPL, along with a DD Form 117, under a covering DTL, to the DFAS-AHR/KC.

4. Submit the duplicate signed copy with the finance officer's financial returns and include a copy of the MPV used as a certification sheet.

5. Retain a copy in the finance officer's retain file.

6. Questions regarding an Air Force member's MMPA are to be directed to the Air Force Military pay Operations (DFAS-DE) at DSN 926-7213 or (303) 676-7213. .

#### 0506 REPORTING CHECK ISSUE DATA

050601. Information. Check issue data is reported to the Treasury of the United States by the Defense Check Reconciliation Module (DCRM). This process allows all finance officers, except those deployed, to transmit individual check issue records to the DFAS-KC for consolidation. The DFAS-KC electronically reports the check issue records daily to the DCRM for reporting to the Treasury.

A. Deployed finance officers must use a PC loaded with the Remote Access Pay Transactions and Reporting System (RAPTRS) software to create a check issue.

B. Finance officers will report to the DFAS-PMMS/KC all new check ranges/series (beginning and ending check numbers for each range) prior to reporting check issue data. Check ranges shall correspond to how Treasury checks are issued. Report each new check range/series by message or telephone (DSN 465-7814 or (816) 926-7814).

#### 050602. Processes And Reports

A. Net Pay Payroll Process. Check issue data is produced through the net pay payroll process for midmonth and end-of-month regular paydays and transmitted via MCDN by the RASC to the DFAS-KC.

B. Weekly Process. Check issue data is produced using the RAPTRS or on-line input reporting of checks issued through other than the net pay payroll process.

C. Spoiled Checks. A check may be classified as spoiled and replaced with a recertified check when it:

1. Has been reported as issued to the Treasury Department
2. Is in possession of the disbursing officer.
3. Represented a valid payment.
4. Has been returned by the payee as not cashable due to mutilation or a defect in the check itself.
5. Is less than a year old. All spoiled checks shall be rendered non-negotiable by typing or stamping on the face of the check the words "Spoiled - Non Negotiable: Recertified Check Issued Under Check Number \_\_\_\_". Spoiled checks in the possession of the disbursing officer shall be replaced by a recertified check using stop code "A" on the SF 1184. Refer to the "DoDFMR", Vol. 5.

D. Void Checks. Once a check has been reported to the Treasury under check-issue reporting procedures, it cannot be voided under any circumstances. Disbursing officers are to destroy all voided checks using the procedures in the "DoDFMR," Volume 5. A check that is misprinted or mutilated during the issue process must be voided and replaced with a replacement if the payment involved is otherwise proper. Checks voided shall be rendered non-negotiable by typing or stamping the words "Void - Not Negotiable: No Check Issued Under This Number" or "Void - Not Negotiable: Replacement Check Issued Under Check Number".

E. Reports. The following reports are produced during either the net pay payroll or weekly process for reporting check issue data. These reports are used for completion of the consolidated SF 1179.

1. Net Pay Check Block Control Totals Reports. These reports list the beginning and ending check numbers for a given block of checks, the amount of the given block, the grand total of all checks issued, and the number of checks issued. An error listing accompanies the report identifying items that failed the date edit. The edit identifies checks within the same block having a different year and/or month. Those items are identified on the error listing by check number, amount, and date.

2. Check Abstract Reports. These reports list the check numbers in block control levels with amounts, individual page totals, block total amounts, and the grand total of checks issued.

3. Net Pay Listing of Lost/Destroyed Groups Renumbered Check Issue Records. These reports are produced when "void-no issue" checks are involved, contain voided check serial numbers, the replacement (new) check serial numbers, and the dollar amount of each replacement check. A single report is produced, providing that the replacement check numbers are consecutive in range and that the first replacement check number sequentially follows the last "good" check number issued. Otherwise, separate reports are produced for each range of serial numbers voided. These reports must be sent with the consolidated SF 1179 submitted at the end of the report month.

4. Net Pay Check Block Control Totals Report (Zero Amount). These reports provide a listing of the beginning and ending check numbers voided, zero amounts, and the number of checks voided. Separate reports are produced for each serial number range of checks voided.

050603. Tape Retention. Source data backup files used in the creation of check issue data transmitted to the DFAS-KC, whether from net pay payroll or weekly processing, will be retained for a minimum of six months by the data processing installation officer in the event that data must be recreated.

050604. Transmission Of Check Issue Data. Check issue data will be transmitted from daily processes and midmonth and end-of-month net pay payroll processes as follows:

A. Daily Processing. Cycles are run daily to process all check issue data that is reported and transmitted.

B. Net Pay Payroll Processing. Check issue data created from the midmonth and end-of-month net pay payroll process will be transmitted as soon as the data is available.

050605. Consolidated SF 1179. The finance officer must submit a consolidated SF 1179 each month to recapitulate data for all checks issued during the month.

A. Enter the word "CONSOLIDATED" and the month and year the report covers.

B. Enter the beginning and ending check numbers in column 1 for each series or range of checks on which data was reported during the month.

C. Enter the amount for each series or range in column 2 opposite the ending check number in column 1.

\*April 19, 2007

D. Mark the block next to the "SUMMARY" portion of the SF 1179 to indicate that no control checks were issued, or provide the beginning and ending control numbers of control checks issued to replace spoiled checks.

E. Summary

1. Line 1 - Total Amount of Checks Issued. Enter the total amount of checks issued.

2. Line 2 - Net Adjustments to Prior Months

(a) Line 2(a). Enter the net total of adjustments to prior months' issues and, if applicable, to current month's issues, for which TFS Forms 5206 have been received from the Bureau of Government Financial Operations and taken up in the accounts of the finance officer. Attach the first carbon copies of the TFS Forms 5206 to the consolidated SF 1179 to support the amount entered. The amount on this line must agree in net with the amount shown in column 3, section II, part A, of the SF 1219: Statement of Accountability.

(b) Line 2(b). Enter the net total of adjustments to prior months' issues and, if applicable, to the current month's issues, made by the finance officer and recorded on Optional Form 1017-G or other comparable forms. Attach the second carbon copy of the Optional Form 1017-G to the consolidated SF 1179 in support of the amount entered. The amount entered on this line must agree with the amount shown in column 4, section II, part A, of the SF 1219.

3. Line 3 - Net Total. This line represents the net total of lines 1, 2(a), and 2(b). The net total must agree with the amount shown in column 5, section II, part A, of the SF 1219.

F. Forward the original consolidated SF 1179 on or before the 10th day of the month following the report month to:

Department of the Treasury  
Financial Management Service  
Financial Analysis Branch  
Room 500E  
3700 East-West Highway  
Hyattsville, MD 20782-2092

G. Forward the spoiled check listing and certificate of destruction, if applicable, on or before the 10th day of the month following the report month to:

Department of the Treasury  
Financial Management Service  
Check Reconciliation Branch  
Room 700A



3700 East-West Highway  
Hyattsville, MD 20782-2092

Submit the duplicate copy and a copy of all reports with the finance officer financial returns. Retain the triplicate copy and a copy of all reports in the finance officer retain file.

#### 0507 SPLIT PAY OPTION

050701. General. Split pay allows deployed member's and members permanently stationed outside of the 50 United States to receive a payment at their duty location while the remainder of their pay is deposited at the financial institution of their choice. Split pay is available to members enrolled in the DD/EFT Program who are: (1) serving on a deployment serviced by a Marine Corps finance officer; (2) serving on a deployment serviced by a Navy finance officer; (3) permanently stationed in garrison outside the 50 United States and paid by a Marine Corps finance officer (e.g., Okinawa and Iwakuni); and (4) permanently stationed in garrison outside the 50 United States and paid by a Navy finance officer.

A. The commanding officer will report the amount the member has elected to receive each payday and activate the split pay option following procedures outlined in MCO P1080.40.

B. Members serving on deployments that are provided payday service by a Marine Corps finance officer may elect to receive amounts less than the amount they had elected to receive on paydays. The remainder of this amount, called the requested split pay amount (RSPA), will accrue in the split pay account throughout the deployment.

C. Members serving in garrison outside the 50 United States who elect to participate in the split pay option must receive their selected RSPA each payday, regardless of whether they are provided payday service by a Navy or Marine Corps finance officer. Members permanently assigned aboard a naval ship must also receive their selected RSPA each payday. There is not an option for these members to receive less than their elected RSPA on payday.

D. The commanding officer or finance officer may remove a member from the split pay option at any time to protect the interest of the Government or the member.

050702. Deployment Serviced By Marine Corps Finance Officer. A Marine Corps finance officer servicing a deployment should take the following actions to ensure the successful operation of the split pay option:

A. Prior to the deployment, follow the instructions in the RAPTRS users manual UM-12 for procedures on getting a DSSN locator file for RAPTRS.

B. The unit commander should notify the finance officer of a member's election to participate, the amount elected, and the date of the election either by copy of the diary

statement or other mutually established method. You should also be advised of changes to the amount and disenrollment from the option.

C. The commanding or finance officer must notify the DFAS-PSMJ/KC of participation in split pay and can request that a message be transmitted to them each payday. This message will contain the most current split pay information available for those members assigned to the RUCs serviced. It will include the first and middle initials and last name of those members participating in split pay, their SSNs and pay grades, the elected split pay amount and effective date, the most current checkage start date, the current-as-of-amount, and the current as-of-date. Upon completion of the deployment the commanding or finance officer must notify the DFAS-PSMJ/KC to stop the message traffic for the RUC's serviced by the deployed DSSN.

D. Once the split pay option is activated by the commanding officer, two pay accounts will be established for the member: (1) the DD/EFT account, where payments are forwarded to the member's financial institution, and (2) the RSPA account, which is the amount available to the member at the deployed site.

1. Checkages and credits assessed against a member will reflect in the DD/EFT payment. For instance, if a member's pay is checked for \$50, the DD/EFT amount will be reduced by \$50 once the checkage processes and posts to the MMPA. If a member receives a reenlistment bonus, the credit will also reflect in the DD/EFT payment. A member may have access to these funds by receiving authorization from the commander to cash a personal check.

2. Members will have the option to draw less than their elected RSPA on payday and allow the funds to accrue in the RSPA account. These funds will be available to the member throughout the deployment. The finance officer is responsible for the manual (outside the system) maintenance of the RSPA account. Do not input credits/checkages into the member's MMPA to balance the RSPA account since they only affect the amount deposited at the member's financial institution.

3. A message will appear in section F of the LES advising members that their forecasted amount will be reduced by the requested split pay amount.

E. Payrolls. A split pay participant must receive the RSPA elected. Any adjustment to this amount must be received prior to payroll development. Do not compute pay and allowances.

F. Payroll Development. Prepare a payroll using the Remote Access Pay Transactions and Reporting System (RAPTRS) MPL/MPV process or the Deployed Check Issue Process. Use only payroll numbers "800 or greater" when payments are to be deducted from the member's split pay account. In addition, the payment code must equal 99022 or 99122 for regular active duty members, or 99222 or 99322 for reservists called to active duty. These payments may be made on the same MPL used to pay decentralized cash payments. When

reporting special payments for members with an open split pay account and the special payment is to be deducted from each member's MMPA, use only payroll numbers "025 through 799" (refer to paragraph 050709). (This does not apply to garrison split pay.)

G. Use of the Deployed Check Issue Process. The Deployed Check Issue Process is a program developed for use on personal computers (PCs). Although the system's name indicates that it is used to process check payments in a deployed environment, it can also be used when cash or ATM payments are made. Operation of the system is explained in the Deployed Check Issue Process section of the RAPTR's User Manual which is available on the internet at: <https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/manuals.htm>.

1. The records of members with a POE code equal to 11001 (decentralized pay) and those who have a POE code equal to 12011 (DD/EFT) and 12061 (DD--not EFT), with an RSPA greater than zero will be extracted from the DSSN locator file when the deployed check issue process master file is created.

2. Permanent changes to a member's RSPA, as opposed to one-time changes, can be recorded by changing the NORMAL PAY AMOUNT. One-time changes are recorded by updating/deleting transactions on the payroll after the rough roll has been developed.

050703. Deployment Serviced By A Navy Finance Officer. The following actions outline the responsibilities of a Marine Corps finance officer when payday service on a deployment is provided by a Navy finance officer. They apply to the finance officer, San Diego; finance officer, FMFLANT, MCB Camp Lejeune; finance officer, MCB Hawaii; and the finance officer, Okinawa, and any other Marine Corps finance officer providing payroll information to a Navy finance officer who furnishes payday service.

A. Coordinate with the Navy finance officer to request they pay members upon receipt of a message requesting such action. The amount on this message will always be the full amount of the selected RSPA. (Checks for delivery to the identified members may be mailed in lieu of providing the message payroll.)

B. Navy finance officers will not pay the member funds other than those listed on the message request.

050704. Marines Permanently Stationed In Garrison Outside The 50 United States--Serviced By A Marine Corps Finance Officer. A Marine Corps finance officer servicing members permanently stationed outside the 50 United States will find the RSPA of split pay participants included with the decentralized payments on their net pay payrolls. Payroll processes described in paragraph 050302 are to be followed.

050705. Marines Permanently Stationed Outside The 50 United States--Serviced By A Navy Finance Officer. The DFAS-HTSBD/KC will furnish Navy finance officers

providing pay service to members permanently stationed outside the 50 United States a message payroll indicating amounts to be paid to participating members.

050706. Bonus/Special Payments for Members With An Open Split Pay Account

A. Use only payroll numbers “025 through 799” when making bonus/special payments to deployed members participating in split pay (for example, for bonuses, lump sum leave, advance pay, etc.). The payment will be deducted from the member’s MMPA. (This does not apply to garrison split pay).

B. Request the commanding officer again report the selected RSPA using diary statement TTC 156, then activate the split pay option using diary statement TTC 159.

050707. Checkages. Checkages will be deducted from the amount transmitted to the member's financial institution. No funds will be collected from the member's RSPA. When the amount of the checkage exceeds the amount deposited at the member's financial institution, the member may be requested to reduce the selected RSPA. In all cases, the member must continue to receive at least one-third of his/her disposable pay at either his/her duty station or financial institution, or a combination of both.

050708. Suspension/Termination Of Split Pay. When split pay is terminated, future amounts transmitted to a member's financial institution will include the RSPA, plus positive or negative amounts that have accrued in the member's RSPA account. This is done by diary input when a member returns from a deployment early or elects to discontinue participation, when a deployment ends, or when a member is transferred from the MCC. The RSPA will, however, be retained in the member's MMPA in case the member is reassigned to a deployment.

050709. Regular Payday or Special Payments With An Open Split Pay Account. Use only payroll numbers “800 or greater” when making a regular payday payment or a special payment to deployed members participating in split pay and the payment is to be deducted from each member’s split pay account. (This does not apply to garrison split pay.)